

## 12.226 AIRCRAFT CRASH RESPONSE AND REPORTING

### ***References:***

Procedure 12.106 – University Air Care Helicopter  
 Procedure 12.145 – Critical Incident Response  
 Procedure 12.210 – Traffic Control: Major Thoroughfares  
 Procedure 12.230 – Fatal Crash Investigation and Placement of Related Charges  
 Standards Manual – 2.1.2, 46.1.2

### ***Definitions:***

An **aircraft crash** is an occurrence involving an aircraft in flight (takeoffs and landings included) that results in injury to an occupant of the aircraft or substantial structural damage to the aircraft. An aircraft striking an object while being taxied or bent propellers and broken wheels from a hard-landing, if no one is injured, are not considered crashes.

### ***Purpose:***

Assign responsibility for investigating and reporting airplane crashes.

To ensure compliance with the Federal Aviation Administration's (FAA) rules and regulations.

### ***Information:***

The Aircraft Accident or Emergency Situation Alert categories are:

- **Alert I:** Normal State of Operation. This state of alert indicates that all airport emergency equipment is available.
- **Alert II:** Emergency Stand-By. Air Traffic Control Tower personnel will advise Aircraft Rescue and Fire Fighting Unit (ARFF-18) and Crash/Rescue Unit (CR-1) when an aircraft in the vicinity of, or on the ground at, Cincinnati Municipal Airport has declared an emergency. ARFF-18/CR-1 equipment responds to the appropriate standby area.
- **Alert III:** Accident, Fire, or Bomb Threat. If the accident/incident is on the airport property, the airport shall be CLOSED immediately and will remain closed until the incident is addressed (safe) and turned over by the Cincinnati Fire Department Incident Commander and Airport Management or a designated representative re-opens it.

**Procedure:**

- A. The first officer at the scene of an aircraft crash will:
  1. Immediately notify Police Communications Section (PCS) and advise what police equipment and personnel are necessary for immediate response.
  2. Notify the affected district officer in charge (OIC)
  3. Recommend the location of emergency posts pending arrival of OIC.
- B. The affected district OIC will:
  1. Assume command until relieved and respond to the scene.
  2. For serious accidents: immediately implement the **SEVEN CRITICAL TASKS** for successful critical incident resolution (refer to Procedure 12.145)
    - Exercise command and control over the operation
    - Establish the Kill Zone
    - Identify an inner perimeter
    - Identify an outer perimeter
    - Identify a command post
    - Identify a staging area
    - Identify additional resources
- C. PCS will:
  1. Notify, in addition to the Situational Occurrences Notification List, the following:
    - a. An on-duty Traffic Unit supervisor, or recall one if necessary.
      - 1) The Traffic Unit supervisor will respond and determine if PCS should notify the Ohio State Patrol (OSP).
        - a) When requested, a PCS supervisor will call the appropriate OSP post and make a blotter notation of the person notified.
    - b. Greater Cincinnati-Northern Kentucky International Airport Police Department
      - 1) The Greater Cincinnati-Northern Kentucky International Airport Police Department will notify the FAA and the National Transportation Safety Board (NTSB).

#### D. Crash Scene Protection

1. Department personnel at the scene are to ensure the crash site is protected until released by the Federal Aviation Administration (FAA), National Transportation Safety Board (NTSB), or military officials.
  - a. After the scene is isolated and stabilized, no one, including police officers, are permitted access to the scene unless specifically directed by the investigative authority after they have taken control of the scene.
  - b. Do not move any portion of the aircraft, luggage, or any other objects which may have been on the aircraft.
  - c. Do not move fatalities until directed by the Hamilton County Coroner.
2. Aircraft disasters or emergencies at Lunken Airport:
  - a. One supervisor or the OIC will respond immediately to the Lunken Airport Fire Station # 18 to establish communications between the Control Tower and responding police, and/or directions for entry onto the airfield if necessary.
    - 1) One uniformed marked vehicle is to respond to the rear of Lunken Airport Fire Station to prevent unauthorized persons and/or vehicles from entering the airfield area fire access ramp.
    - 2) One uniformed marked vehicle is to respond to Airport Road east guard building to prevent all unauthorized persons and/or vehicles from entering the airfield area.
    - 3) A member of the Public Information Office will be requested if OIC deems it appropriate (refer to Procedure 12.145).
  - b. Under no circumstances are police vehicles or personnel to enter the runway area or restricted areas without radio contact with the Lunken Airport or Cincinnati-Northern Kentucky International Airport control towers. Obtain approval of the OIC on site in the Lunken Airport control tower or the Lunken Airport firehouse when the tower is closed.
 

NOTE: It is a violation of Federal law to enter the airport runway area without authorization as described.
  - c. Under no circumstances is the news media allowed to enter the runway area or any restricted area without explicit permission from the FAA and a control tower supervisor.
    - 1) News media granted permission must have a police or authorized airport personnel escort.

- 2) Direct news media to respond to the rear of the Lunken Airport Administration Building, where parking is available.

E. Investigation Assignment:

1. Traffic Unit will investigate the crash as a courtesy to the OSP. The investigation will be conducted concurrently with the FAA, NTSB, or military officials.
  - a. OSP may desire to investigate a crash, relieving Traffic Unit of this responsibility.
    - 1) In these instances, OSP and Ohio Department of Transportation (ODOT) Aviation Division investigators, after showing proper identification, will be afforded access to the scene.
  - b. In cases of major or complex crashes, the Traffic Unit supervisor may contact the OSP for assistance.
    - 1) Notify PCS to contact the appropriate OSP post, as listed in the PCS Situational Occurrences Notification List, and request that Columbus OSP be notified for assistance.
      - a) The OSP Headquarters in Columbus has trained pilots who can be flown to the crash scene by helicopter to assist with the investigation. Travel time from Columbus is approximately one hour after notification.
  - c. The investigation by the Traffic Unit will be secondary to the investigation by the FAA, NTSB, and military authorities. Do not contaminate the scene.
  - d. The Traffic Unit investigator will complete the following forms and make a copy for Traffic Unit files:
    - 1) OSP Form HP-3A, Aircraft Accident Record
    - 2) OSP Form HP-70, Investigative Field Sketch
  - e. A Traffic Unit supervisor will review these forms and mail:
    - 1) The original to:
 

Ohio Department of Transportation  
Division of Aviation  
2829 W. Dublin-Granville Rd.  
Worthington, Ohio 43085  
Attention: Aircraft Crash Report

- 2) And a copy to:

District Commander  
Ohio State Highway Patrol  
950 Rombach St.  
Wilmington, Ohio 45177

2. The FAA investigates and determines the cause of aircraft crashes.
  - a. Each FAA investigator carries a standard FAA identification card. Permit ingress through police lines after presentation of the card.
  - b. The NTSB or military authorities may be requested by the FAA to conduct an investigation of a crash.
    - 1) The NTSB or military authorities may conduct an independent investigation without an FAA request.
    - 2) Give NTSB and military investigators access to the scene after showing proper identification.
3. Department personnel are responsible for assisting FAA, NTSB, OSP, ODOT, and military officials in their investigation of aircraft crashes.